



City of Richmond

March 29, 2012

Business and Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sirs:

**Re: Request for Expressions of Interest 4652EOI Web Developer for the City of Richmond
- Addendum One**

This Addendum includes items of clarification; forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Expression of Interest:

1. On Page 6 Section 10.1 IV b. This part discusses the availability of a web developer for the “anticipated timeframe”. I went through the EOI and I was unable to find mention of the actual timeframe. Please provide the timeframe dates.

Answer: We anticipate undertaking some of this work in the current fiscal year ending in December. Start date will be determined by the time required to find suitable proponents. The City may issue a Request for Proposals to select candidates or select directly from the Expression of Interest.

2. On Page 5 Section 10.1 II a. Are you looking for our corporate experience or the experience or our web developers as individuals on project work?

Answer: The City requires the services of one or more qualified web developers who are well rounded individuals capable of undertaking a variety of tasks and communicating effectively with City staff in person and in writing. The City requires information regarding work experience, their educational background and their ability to team settings. If the individual is associated with a firm, the City also required information about their affiliated organization.

3. In section 5.0 in the scope, it seems very ambiguous in terms of deliverables. We need to clarify if the intent is to short list a number of vendors for the RFP. Or, is the intent to find individual consultants to deliver the projects? Are you envisioning one candidate or

possibly a team to deliver the projects? Therefore, how many resumes can we submit from our Alliance?

Answer: The City has a small web team. Projects will be undertaken as our time is available to plan and supervise the work. The order in which projects will be undertaken will be determined by corporate priorities.

4. In responding to this EOI and providing three resumes, are we limited to only using those three candidates as we proceed through this process, or are these three candidates intended to demonstrate Annex's capability thus allowing us to utilize not just them but other qualified software developers if we were fortunate enough to be selected as a service provider on this list?

Answer: Ideally we would like to cultivate a relationship with one or two developers who could work independently and take on more difficult projects as their familiarity with our technical environment and corporate culture grows. However, we are open to reviewing all submissions.

Proponents must sign and include this Addendum with their submission.

Signature, Name and Title

Yours truly,

Sumita Dosanjh, SCMP
Buyer II - Contracting Specialist